



February 3, 2004

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ROADWAY CAPACITY IMPROVEMENT & TRAFFIC CALMING PROJECTS
2004 PROGRAM**

The City of Scottsdale is accepting proposals from qualified firms (Engineer) for Engineering Services consisting of the design of its' roadway capacity and traffic calming improvements. Generally, these projects include improvements to intersections and/or limited segments of roadway that will provide enhanced vehicular capacity and/or pedestrian safety at various locations.

BACKGROUND

The goal of these projects is to improve traffic flow, provide added safety for both pedestrians and vehicles and reduce delay times at intersections. To this end, The City of Scottsdale is seeking the services of two engineering firms for the preparation of design plans, specifications, cost estimates and contract documents for the construction of these improvements in logical "packages". A representative project list and a general description are provided in Attachment A.

ABBREVIATED SCOPE OF WORK

This abbreviated scope of work should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest-ranking firms.

The selected firms will be required to perform or provide the following services:

1. Compile and evaluate existing information including but not limited to as-builts and utility maps for each project.
2. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions, engineering plans and specifications for the projects.
3. The Engineer will prepare and submit to the City of Scottsdale a preliminary 30% design to confirm the feasibility of the projects and identify critical issues.
4. Prepare and submit the necessary design of the infrastructure to the City of Scottsdale Standards, including cost estimates.

5. Insure that all of the necessary right-of-way easements and other conveyances are in place.
6. Coordinate the development of the plans with utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
7. Coordinate review and approval of the plans with City of Scottsdale staff.
8. Prepare contract documents, special provisions, engineers estimate, assist with preparation of bid documents, and assist in bidding of the projects, including responding to bidders questions.
9. Attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings.

DELIVERABLES

The selected firms will be required to perform or provide the following services:

Preliminary Design Phase (30% plans)

1. The Engineer will compile and evaluate all existing data including plans, drainage reports, utility maps, aerial photos, as-builts and City Standards relevant to the project.
2. The Engineer will perform all necessary field survey work to prepare the engineering plans and specifications for the projects.
3. The Engineer will examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities, drainage, paths, trails, sidewalks, bike lanes, water resources, public communication, bus stops, bust shelters, and bus bays.
4. The Engineer will prepare a cost estimate.
5. The Engineer will submit preliminary 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.

Design and Construction Document Phase– (60%, 90%, 100% & final plans)

1. The Engineer will review and evaluate all existing data including plans, drainage reports, utility maps, aerial photos, as-builts and City Standards relevant to the project
2. The Engineer will prepare all necessary legal descriptions.
3. The Engineer will prepare the necessary design and cost estimates for all infrastructure required for the project elements.

4. The Engineer will insure that all of the necessary right-of-way easements and other conveyances are in place.
5. The Engineer will coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
6. The Engineer will coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Transportation and Quality Compliance will review all submittals.
7. The Engineer will prepare contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
8. The Engineer will attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Prepare presentation materials as necessary for public meetings and City Council meetings.

SUBMITTAL REQUIREMENTS

Reply to this request with five (5) copies of your response. Limit your submittal to twelve (12) 8 ½" x 11" pages (text on one side only). A cover letter will not be considered as one of the twelve-page limitation. Submittals that exceed the twelve-page limitation will not be considered. Please address the following:

List the name of the firm, address, contact person, and phone number.

Firm's Capabilities – Briefly describe three similar projects, which your firm has completed in the past three years. Please describe specific experience in the design of intersection improvements and bridge structures. List the members of each project team and the role played by each member. Please provide references for each project.

Project Features – Identify and discuss at least three significant project features, which you perceive will influence the design and implementation of the projects outlined in Attachment A.

Project Approach – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of this project to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects.

Project Schedule – Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the projects.

Local Knowledge – Identify your firm’s familiarity with the project elements and the project areas. Identify your firm’s familiarity with the City of Scottsdale’s procedures and issues in order to successfully design these projects.

Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract \$ amounts:

\$0	to	\$100,000	5 Points
\$100,000	to	\$500,000	4 Points
\$500,000	to	\$1,000,000	3 Points
Over \$1,000,000			2 Points

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

- * Firm’s Capabilities – experience with similar projects (0-25 points)
- * Project Features – identification of significant design and construction issues (0-25 points)
- * Project Approach (0-25 points)
- * Project Schedule (0-10 points)
- * Local Knowledge (0-10 points)
- * Active Contracts with the City of Scottsdale (2 - 5 points)

SELECTION PROCESS

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>.

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm’s ability and agreement to sign Scottsdale’s Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the shortlisted firms but, The City of Scottsdale reserves the right to make final selection based solely on the abovementioned evaluation criteria and written proposals.

SUBMITTAL TIME AND PLACE

Responses to this request must be received at the City of Scottsdale's Capital Project Management Division no later than 5:00 pm on Friday February 27, 2004. The City reserves the right to cancel or modify this Request for Proposal at any time.

Address responses to: Chris Perkins, P.E.
Public Works Project Coordinator
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: 480-312-7845
Email: cperkins@scottsdaleaz.gov

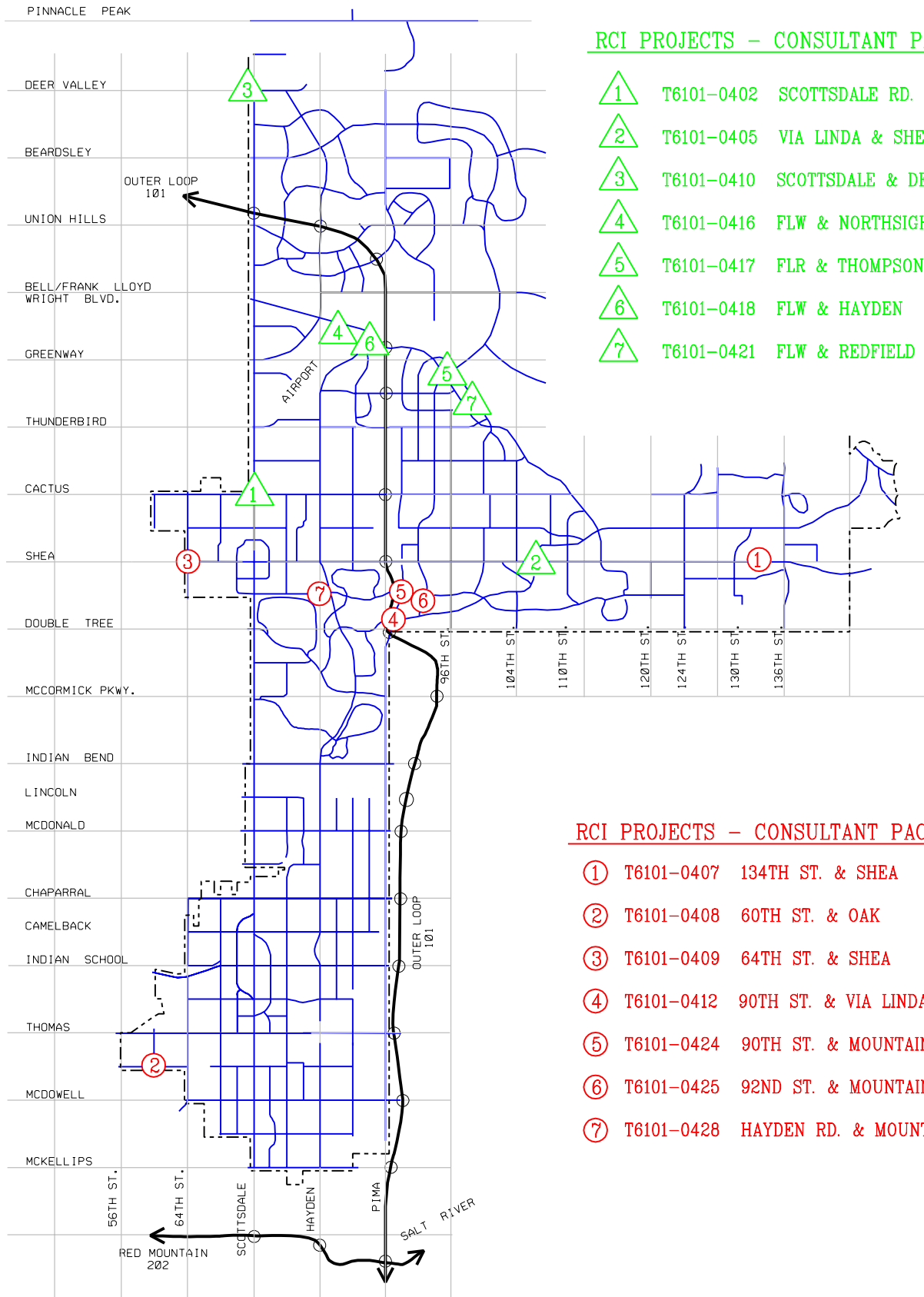
GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/capitalprojects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.

ATTACHMENT A

T6101- 04 PROJECT LIST

CPM Project Number	Location	Description of Work
Consultant Package A		
T6101-0402	Scottsdale/Cactus	Dual E/W LT, SB RT, WB RT Realign
T6101-0405	Via Linda/Shea	N/S/E/W RT, E/W Bus Bays
T6101-0410	Scottsdale/Deer Valley	SB LT
T6101-0416	FLW/Northsight	EBRT & Median Refuge
T6101-0417	FLW/TPP	E/N/S RT; offset or E/W dual LT
T6101-0418	FLW/Hayden	Extend EBRT
T6101-0421	FLW/Redfield	SB RT, EB LT Median Refuge
TBD	Various Locations	Speed Tables, Side Islands & Roundabouts
Consultant Package B		
T6101-0407	134/Shea	EB Dual LT
T6101-0408	60th/Oak	EB LT
T6101-0409	64th/Shea	NB RT
T6101-0412	90th/Via Linda	NB RT, S/W RT, Remove Dips
T6101-0424	90th/Mountain View	NB RT Offset E/W LT, E/W RT
T6101-0425	92nd/Mountain View	NB RT
T6101-0428	Hayden/Mountain View	NB, SB, EB & WB RT
TBD	Various Locations	Speed Tables, Side Islands & Roundabouts



RCI PROJECTS - CONSULTANT PACKAGE A

- ① T6101-0402 SCOTTSDALE RD. & CACTUS
- ② T6101-0405 VIA LINDA & SHEA
- ③ T6101-0410 SCOTTSDALE & DEER VALLEY
- ④ T6101-0416 FLW & NORTHSIGHT
- ⑤ T6101-0417 FLR & THOMPSON PEAK PARKWAY
- ⑥ T6101-0418 FLW & HAYDEN
- ⑦ T6101-0421 FLW & REDFIELD



RCI PROJECTS - CONSULTANT PACKAGE B

- ① T6101-0407 134TH ST. & SHEA
- ② T6101-0408 60TH ST. & OAK
- ③ T6101-0409 64TH ST. & SHEA
- ④ T6101-0412 90TH ST. & VIA LINDA
- ⑤ T6101-0424 90TH ST. & MOUNTAIN VIEW
- ⑥ T6101-0425 92ND ST. & MOUNTAIN VIEW
- ⑦ T6101-0428 HAYDEN RD. & MOUNTAIN VIEW

Project Location Map